

CONTRACT DATA REQUIREMENTS LIST (CDRL)

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A. Contract line Item No. CLIN 0002		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>		
D. System/Item		E. Contract/PR No.		F. Contractor		
1. Data Item No. 0001		2. Title of Data Item Monthly Invoice		3. Subtitle Report		
4. Authority		5. Contact Reference SOW 6.1		6. Requiring Office AJW-392		
7. DD 250 Req'd N/A	8. APP Code	9. Distribution Statement Required		10. Frequency Monthly	11. As of Date (AOD)	
12. Date of First Submission See Blk 14	13. Date of Subsequent Submission See Blk 14		15. Distribution.			
14. REMARKS: 1. Block 12. One month after contract effective date or within one month in order to sink up with contractors billing cycle. 2. Block 13. On a monthly basis. 3. Block 12 & 13: Invoice Report shall be submitted electronically and shall include a Task Summary, DO Funding, Invoice Cover Page, Invoice Billing Hours, and Invoice Hourly Back-up as provided in the attached example format to be used .			a. Addressee	b. Draft Copies	c. Final Copies Reg. Repro	
			AJW-392		1	
			AMZ-110		1	
			AMQ-340		1	
			16. Total			
G. Prepared By: Kadi Barrett		H. Date 7/16/12	I. Approved By		J. Date	
17. Price Group			18. Estimated Total Price			

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A. Contract line Item No. CLIN 0002		B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>	
D. System/Item		E. Contract/PR No.	F. Contractor	
1. Data Item No. 0002		2. Title of Data Item Security Report		3. Subtitle
4. Authority		5. Contact Reference SOW 6.1		6. Requiring Office AJW-392
7. DD 250 Req'd N/A	8. APP Code	9. Distribution Statement Required		10. Frequency Quarterly
11. As of Date (AOD)				
12. Date of First Submission July 5, 2013		13. Date of Subsequent Submission See Blk 14		15. Distribution
14. REMARKS: 1. Block 13. On the fifth day of each subsequent quarter or January, April, July, October the fifth of every option year. 2. Block 12 & 13: Security Report shall include contract number, name of contractor in alphabetical order according to last name, Task to which assigned, location of duty station, date of hire, termination date (if applicable), and date of birth.		a. Addressee	b. Draft Copies	c. Final Copies Reg. Repro
		AJW-392		1
		AMC-750		1
		AMQ-340		1
		16. Total		3
G. Prepared By: Kadi Barrett		H. Date 7/16/12	I. Approved By	
				J. Date
17. Price Group		18. Estimated Total Price		

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A. Contract line Item No. CLIN 0004		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>	
D. System/Item		E. Contract/PR No.		F. Contractor	
1. Data Item No. 0003		2. Title of Data Item Travel Authoriz		3. Subtitle Form	
4. Authority		5. Contact Reference SOW 6.2		6. Requiring Office AJW-392	
7. DD 250 Req'd N/A	8. APP Code	9. Distribution Statement Required		10. Frequency Quarterly	11. As of Date (AOD)
12. Date of First Submission See Blk 14	13. Date of Subsequent Submission See Blk 14		15. Distribution		
14. REMARKS: 1. Block 12. At least 1 month prior to the travel date or as soon as the contract employee is informed of the need to travel. 2. Block 13. Each time travel is required under a TPWS, at least 1 month prior to the travel date or as soon as the contract employee is informed of the need to travel. 3. Block 12 & 13: Travel Authorization Form shall include contract/task number, name of contractor traveling, reason for traveling, means of travel information, lodging, and cost associated with each. Government authorization has to be received to ensure sufficient funding is available before traveling. The attached travel form shall be used.			a. Addressee	b. Draft Copies	c. Final Copies Reg. Repro
			AJW-392		1
			AMQ-340		1
			16. Total		2
G. Prepared By: Kadi Barrett		H. Date 7/16/12	I. Approved By		J. Date
17. Price Group			18. Estimated Total Price		

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A. Contract line Item No. CLIN 0002		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>	
D. System/Item		E. Contract/PR No.		F. Contractor	
1. Data Item No. 0004		2. Title of Data Item Status Meetings		3. Subtitle	
4. Authority		5. Contact Reference SOW 6.1		6. Requiring Office AJW-392	
7. DD 250 Req'd N/A	8. APP Code	9. Distribution Statement Required		10. Frequency Quarterly	11. As of Date (AOD)
12. Date of First Submission See Blk 14	13. Date of Subsequent Submission See Blk 14		15. Distribution		
14. REMARKS: 1. Block 12. Five days after first quarterly meeting. 2. Block 13. Five days after subsequent quarterly meetings.			a. Addressee	b. Draft Copies	c. Final Copies Reg. Repro
			AJW-392		1
			AMQ-340		1
			16. Total		
G. Prepared By: Kadi Barrett		H. Date 7/16/12	I. Approved By		J. Date
17. Price Group			18. Estimated Total Price		

INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

- A. Contract Line Item No..** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. Exhibit.** Exhibit identifier for this CDRL item.
- C. Category.** TDP, TM, or Other.
- D. System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator.
- F. Contractor.** Contractor's name.
- G. Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. Date.** Date the form was prepared.
- I. Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. Date.** The date the CDRL was approved.

- 1. Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
- 2. Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
- 3. Subtitle.** Further identification of the data item to supplement the title, if required.
- 4. Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
- 5. Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
- 6. Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
- 7. DD 250 Required.**
- 8. APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
- 9. Distribution Statement Required.**
- 10. Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANNLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WE	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMI	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

- 11. As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0 or blank" would place the "as of" date at the end of each month, quarter, etc.
- 12. Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

- 13. Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
- 14. Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
- 15. Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
- 16. Total.** Total number of draft and final (regular/reproducible) copies required.
- 17. Price Group.** Not used.
- 18. Estimated Total Price.** Not used.